

# CIT CLEARANCE OF FEDERAL/CONTRACTOR PERSONNEL FOR SEPARATION OR TRANSFER

## GENERAL INFORMATION

Employee Name (Last, First, MI):		CIT Organization:
Employee Location (Building & Room):	Employee Phone(s):	Employee E-Mail Address (es):
Employee is: <input type="checkbox"/> Transferring (Within Government) <span style="margin-left: 200px;"><input type="checkbox"/> Other (Specify) _____</span> <input type="checkbox"/> Retiring - Is post-retirement employment planned?    Yes <input type="checkbox"/> No <input type="checkbox"/> <span style="margin-left: 50px;"><input type="checkbox"/> Resigning</span>		

## CLEARANCE ACTIONS

Upon completion of each, the appropriate personnel should initial to indicate clearance is complete. Any office keys, card keys, id cards, etc. should be returned with for final clearance. If unfamiliar with subject, please call or e-mail as listed

CONTACT	ACTION	CLEARANCE INITIALS
Immediate Supervisor or Project Manager	<input type="checkbox"/> Final Performance Review	
Account Sponsor	<input type="checkbox"/> Accounts/Other/Unique (ADB, Remedy, TASC)	
Ethics — Genia Bohrer Bldg. 31 Room 4B30 — x2-3570	<input type="checkbox"/> Exit Interview	
Account Sponsor (Call TASC x4-6248 if Unknown)	<input type="checkbox"/> MVS South Resource Reassignment/Cancellation	
Property Custodial Officer	<input type="checkbox"/> Property Passes/Loans <input type="checkbox"/> Cell Phones / Pagers	
Timekeeper	<input type="checkbox"/> Timekeeper Close Out	
CIT DCSS SOMB NIH Bldg. 12A Room 1007 — x6-5815	<input type="checkbox"/> Cardkey Computer Room Access	
Account Sponsor (Call TASC x4-6248 if Unknown)	<input type="checkbox"/> CIT Accounts: MVS, Helix, Parachute <input type="checkbox"/> Titan	
CIT DCSS ASB — TASC Fernwood Bldg. Room 300 — x4-6248	<input type="checkbox"/> Enterprise Open System	
CIT DNST — TASC Fernwood Bldg. Room 300 — x4-6248	<input type="checkbox"/> NT Server & Exchange Accounts	
CIT DNST — TASC Fernwood Bldg. Room 300 — x4-6248	<input type="checkbox"/> LISTSERV; CITTA; Fernwood	
CIT DNST — TASC Fernwood Bldg. Room 300 — x4-6248	<input type="checkbox"/> PrintShare	
CIT Human Resources Management Office Fernwood Bldg. Room 2NW04 — x6-6951	<input type="checkbox"/> Exit Interview <input type="checkbox"/> Financial Disclosure Termination (Executive Level Only)	
CIT Administrative Management Office NIH Bldg. 12A Room 3025 — x6-4647 & Fernwood Bldg. Room 2NW06	<input type="checkbox"/> VISA Travel Credit Card <input type="checkbox"/> Cardkeys <input type="checkbox"/> Central Stores Credit Card <input type="checkbox"/> NIH Employees Directory (NED) <input type="checkbox"/> International Merchant Purchase Authorization Card <input type="checkbox"/> Identification Card(s) <input type="checkbox"/> NIH Phone Listing <input type="checkbox"/> Office Keys <input type="checkbox"/> Removed from Parking List <input type="checkbox"/> Parking Cards <input type="checkbox"/> Telephone Credit Card <input type="checkbox"/> Travel Advances	

## CLEARANCE AUTHORIZATION

CIT Administrative Officer Name:	CIT Administrative Officer Signature:	Date:
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